

# **LARC Exhibits Requirements and Application**

**IMPORTANT: THESE REQUIREMENTS MUST BE READ.** They are a part of the Exhibit Application.

## **REQUIREMENTS**

- 1. All questions on the Exhibit Application should be completed. If a question is not applicable, the response should state that fact.**
- 2. NASA exhibits are available for professional, trade, civic, educational, or public service events. Use of NASA exhibits must give no unfair commercial advantage. This criterion normally rules out individual businesses and advertising uses, but not events that public relations firms organize for public service or educational sponsors.**
- 3. There must be no admission fee charged for a NASA exhibit. Although a NASA exhibit may be part of a larger exposition that charges an admission fee, such as a state fair, it may not be the major attraction of such an event.**
- 4. NASA exhibit requests for fund raising events benefiting a single organization or events sponsored by religious or political groups, are normally not approved.**
- 5. The sponsor assumes all shipping expenses to and from the place of exhibition.**
- 6. The sponsor shall provide suitable labor to unload, uncrate, set up and take down, crate and load aboard the common carrier. All other expenses including property insurance, adequate indoor storage of empty crates, daily exhibit maintenance, utility hookup, shall be borne by the sponsoring organization.**
- 7. Title to the NASA exhibit furnished by the Government shall remain with the Government. The sponsor shall maintain adequate property control records of the Government-furnished exhibit in accordance with sound business practice.**
- 8. During the period the NASA exhibit is in the custody of the sponsor, the sponsor will pay expenses relating to its operation, including maintenance and repair. During this period the sponsor assumes the risk**

of, and is responsible for, any loss of, or damage to, the exhibit except for reasonable wear and tear. (The sponsor will contact NASA before effecting any repairs.)

9. The sponsor assumes responsibility for any liability, damages or injuries to persons or property arising out of, or in any way connected with, the sponsor's possession or use of the exhibit(s), and shall hold the Government harmless against any claims arising hereunder.

10. Federal law prohibits any member of, or delegate to the U.S. Congress, or Resident Commissioner, from sharing in or benefiting from this agreement.

11. Compliance with the Civil Rights Act of 1964, as amended, will be required as it applies.

12. The sponsor may be required to carry insurance covering loss or damage to the exhibit(s), persons, or property. The requirement of insurance and the minimum amount (if specified) will be shown in the Exhibit Loan Agreement. Insurance is required for exhibits loaned to state, county, municipal, and city entities, including organizations such as educational institutions established by those entities.

13. All exhibits shall be displayed indoors unless written exception is given. The specific location of exhibits will be agreed upon by the sponsor and NASA before the loan agreement is approved. Once finalized, approval must be granted by NASA before the exhibit can be moved to another location.

14. The sponsor shall not assign to another person or entity this agreement or any part of the rights under this agreement, except as otherwise agreed to by the United States in writing.

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**NASA EXHIBITS APPLICATION**

Submit the completed form by fax or mail to:

Meghan Woodcock

Mail Stop 145

NASA Langley Research Center

Hampton, VA 23681

Fax: 757-864-7732

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Sponsor (include name and complete address including ZIP code):**

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**Sponsor is: (circle one)**

**Educational  
Commercial**

**Industrial  
Government**

**Professional/Technical**

**Other:** \_\_\_\_\_

**Contact: (Person authorized to complete negotiations AND be the sole contact with NASA. Include name and complete mailing address including ZIP.)**

**Work Phone: (            )**

**Fax: (            )**

**Home Phone: (            )**

**E-mail Address:**

**Shipping Address: (Must list street address, not P.O. Box)**

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**Ship by (Circle One): Surface                      Air**

**Specific Carrier: (Include Account Number):**

**Delivery Date:**

**Exhibit return shipment date:**

**Total Expected Attendance:** \_\_\_\_\_

**Admission to be charged? (circle one) NO YES      Amount:**  
\_\_\_\_\_

**Will NASA exhibit exceed 20 percent of total exhibit space? (circle one) NO YES**

**Will there be regularly scheduled full-time guards or security protection for the government exhibit? (circle one) NO YES**

**(If no, indicated other precautions that will be taken.)**

**Does the sponsor carry property insurance that will protect government exhibits against any loss or damage while in its custody? NO YES**

**If no, does the sponsor agree to obtain such insurance in sufficient amounts as the government may require? (circle one) NO YES**

**List exhibits requested here (no more than six):**

**Additional remarks:**

\_\_\_\_\_  
**Signature of organization's authorized representative**

**Date** \_\_\_\_\_